



*City of Alexandria, Virginia*  
*Department of Planning & Zoning*

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**SPECIAL USE PERMIT CERTIFICATE**

Article XI, Division A, Section 11-510 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia requires that you display this Special Use Permit in a conspicuous and publicly accessible place. A copy of the list of conditions associated with the special use permit shall be kept on the premises and made available for examination by the public upon request.

Special Use Permit #2013-0013

Approved by Planning and Zoning: May 8, 2013

Permission is hereby granted to: Child & Family Network Center

to use the premises located at: 3700 Wheeler Avenue

for the following purpose: see attached report

It is the responsibility of the Special Use Permit holder to adhere to the conditions approved by City Council. The Department of Planning and Zoning will periodically inspect the property to identify compliance with the approved conditions. If any condition is in violation, the permit holder will be cited and issued a ticket. The first violation carries a monetary fine. Continued violations will cause staff to docket the special use permit for review by City Council for possible revocation.

5/8/13  
Date

Farroll Hamer | JCA  
Farroll Hamer, Director  
Department of Planning and Zoning

DATE: May 8, 2013

TO: Joanna Anderson, Acting Deputy Director  
Department of Planning and Zoning

FROM: Nathan Randall, Planner  
Department of Planning and Zoning

SUBJECT: Special Use Permit #2013-0013  
Administrative Review for New Use  
Site Use: Day Care Center  
Applicant: Child and Family Network Center  
Location: 3700 Wheeler Avenue  
Zone: I / Industrial

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**Request**

Special Use Permit #2013-0013 is a request to operate a day care center (preschool) with accessory English-language and parenting classes at 3700 Wheeler Avenue. The applicant also plans to operate its administrative headquarters at this location. A total of four classrooms will be located in the building, in which 34 children, typically aged three and four years old, will be cared for. Up to 13 parents/students are proposed to take language and parenting classes as well. The maximum hours of operation for the day care center will be between 9 a.m. and 5 p.m. Monday through Friday, while the hours for the language/parenting classrooms will be between 10 a.m. and 2 p.m. Monday-Saturday.

**Background**

In January 2013, City Council approved Text Amendment #2013-0001 to allow day care centers and private academic/commercial schools in the Industrial zone subject to Administrative Special Use Permit approval. Prior to adoption of the text amendment, the uses were not allowed in the Industrial zone.

**Parking / Pick-up and Drop-off**

According to Section 8-200(A)(11) of the Zoning Ordinance, two off-street parking spaces are required for each classroom. According to Section 8-200(A)(18) of the Zoning Ordinance, one off-street parking space is required for each 500 square feet of office. With four classrooms in total and approximately 800 square feet of non-accessory office uses, the proposed use requires 10 off-street parking spaces. The applicant exceeds its technical parking requirement by providing a total of 14 parking spaces in the surface parking lot on the property.

The applicant has informed staff that the additional four parking spaces will be used by parents during the pick-up/drop-off of children at the day care center. Parents will park in one of these spaces and the children will be walked into the facility at which time they will be transferred to day care center staff.

**Community Outreach**

Public notice was provided through eNews, via the City's website, and by posting a placard on the site. In addition, the Seminary Hills and Wakefield-Tarleton Civic Associations were sent written notification of the current application. Staff has heard from an adjacent property owner expressing concern that a large on-street pick-up/drop-off zone, which he believed may be established for this use, could negatively impact the on-street parking availability in the area.

**Staff Action**

Staff supports the applicant's request to operate a day care center (preschool) with accessory adult education classes at this location. The recently-approved text amendment to allow such uses in the Industrial zone was initiated specifically in anticipation of uses such as this one. The new facility will allow for and support a service in high demand in the City. The applicant is also a well-known non-profit social service provider in Alexandria.

Staff has extensively discussed with the applicant the matter of parking at the site, both in terms of the minimum requirement for the combination of uses at this site as well as the specific matter of the pick-up and drop-off of children. It finds that the applicants parking plans are generally adequate. Given that a maximum of 19 staff members are expected at any one time, however, there is some potential that the applicant's surface parking lot could exceed its capacity, resulting in staff vehicles being parked in the spaces intended for pick-up/drop-off. If the current plan does not function properly, whether because of staff parking pressure or for any other reason, the applicant will need to determine an adequate alternative approved by the Director as required in Condition #5. As the applicant has suggested, such a future alternative arrangement may include the reservation of a pick-up/drop-off zone in front of the facility if approved by the Traffic and Parking Board. A pick-up/drop-off zone resulting in the displacement of few on-street parking may be appropriate if approved by the Board.

The applicant originally proposed offering parenting and language classes at the site to as many as 60 adults. The site appears to be too small, and has too few parking spaces, to allow for this number of adult students. Staff believes that no more than 12 adult students should be attending classes at the site at any one time. This limit, which is one student less than the applicant requested in its amended application, is more appropriate for the site generally. Coupled with the fact that the classes are a service provided for the benefit of parents, the limit is also low enough for staff to consider the classes to be accessory to the day care center use. Condition #3 has been included in this report to reinforce this 12-student limit.

Staff hereby approves the Special Use Permit request.

**ADMINISTRATIVE ACTION - DEPARTMENT OF PLANNING AND ZONING:**

Date:

Action:

A handwritten signature in blue ink, appearing to read 'Joanna Anderson', is written over a horizontal line.

Joanna Anderson, Acting Deputy Director

- Attachments:
- 1) Special Use Permit Conditions
  - 2) City Department Comments
  - 3) Statement of Consent

**CONDITIONS OF SPECIAL USE PERMIT #2013-0013**

The new owner is responsible for ensuring that the following conditions are adhered to at all times. Violation of any of the conditions may result in fines and/or referral to public hearing by the Planning Commission and City Council.

1. The Special Use Permit shall be granted to the applicant only or to any business or entity in which the applicant has a controlling interest.
2. The maximum number of children attending the day care center at any one time shall be 34. (P&Z)
3. The adult education classes shall remain accessory to the other uses in the building and the number of students attending classes shall not exceed 12 at any one time. (P&Z)
4. The maximum hours of operation for the day care center and adult education classes shall be between 9 a.m. and 5 p.m. Monday-Friday. (P&Z)
5. The applicant shall maintain adequate drop off and pick up facilities so as to create minimal impact on pedestrian and vehicular traffic as determined by the Directors of Planning & Zoning and Transportation & Environmental Services. (P&Z) (T&ES)
6. Trash and garbage shall be placed in sealed containers which do not allow odors to escape and shall be stored inside or in a closed container which does not allow invasion by animals. No trash and debris shall be allowed to accumulate on-site outside of those containers. (P&Z) (T&ES)
7. The applicant shall conduct employee training sessions on an ongoing basis, including as part of any employee orientation, to discuss all Special Use Permit provisions and requirements. (P&Z)
8. Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up at least twice a day and at the close of business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)
9. The use must comply with the city's noise ordinance. All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES)
10. The applicant shall require its employees who drive to work to use off-street parking. The applicant shall encourage its employees and customers to use mass transit or to carpool when traveling to and from work, by posting information regarding DASH and METRO routes, the location where fare passes for transit are sold, and advertising of carpooling opportunities. (T&ES)

11. The applicant shall provide information about alternative forms of transportation to access the location of the use, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods.
12. The Director of Planning and Zoning shall review the Special Use Permit one year after approval, and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the Director has received a request from any person to docket the permit for review as the result of a complaint that rises to the level of a violation of the permit conditions, or (c) the Director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

CITY DEPARTMENT COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F - finding

Transportation & Environmental Services

R-1 From Section 11-513(C) of the Zoning Ordinance:

(2) The applicant shall provide information about alternative forms of transportation to access the location of the use, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods.

(3) The applicant shall encourage its employees and customers to use mass transit or to carpool when traveling to and from work, by posting information regarding DASH and METRO routes, the location where fare passes for transit are sold, and advertising of carpooling opportunities.

(5) The applicant shall require its employees who drive to work to use off-street parking.

(7) Trash and garbage shall be stored inside or in sealed containers that do not allow odors to escape or invasion by animals. No trash and debris shall be allowed to accumulate outside of those containers. Outdoor trash receptacles shall be screened to the satisfaction of the director.

(9) Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be monitored and picked up at least twice during the day and at the close of the business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is in operation.

(10) The use must comply with the city's noise ordinance. No outdoor speakers shall be permitted. No amplified sound shall be audible at the property line.

Code Administration

F-1 The review by Code Administration is a preliminary review only. Once the applicant has filed for a building permit, code requirements will be based upon the building permit plans. If there are any questions, the applicant may contact Ken Granata, Plans Review Services Division Chief at [ken.granata@alexandriava.gov](mailto:ken.granata@alexandriava.gov) or 703-746-4193.

C-1 Building and trades permits are required for this project. Six sets of *construction documents* sealed by a *Registered Design Professional* that fully detail the

construction as well as layout and schematics of the mechanical, electrical, and plumbing systems shall accompany the permit application(s)

- C-2 Alteration to a building/structure shall comply with the Uniform Statewide Building Code (USBC).
- C-3 Before a building permit can be issued on any proposed future alterations, a certification is required from the owner or owner's agent that the building has been inspected by a licensed asbestos inspector for the presence of asbestos.
- C-4 A Certificate of occupancy shall be obtained prior to any occupancy of the building or portion thereof.

### Health Department

#### *Food Facilities*

1. An Alexandria Health Department Permit is required for all-regulated facilities. A permit shall be obtained prior to operation, and is not transferable between one individual or location to another.
2. Plans shall be submitted to the Health Department through the Multi-Agency Permit Center. Plans shall be submitted and approved by the Health Department prior to construction. There is a \$200.00 plan review fee payable to the City of Alexandria.
3. Plans shall comply with Alexandria City Code, Title 11, Chapter 2, The Food and Food Handling Code of the City of Alexandria. Plans shall include a menu of food items to be offered for service at the facility and specification sheets for all equipment used in the facility, including the hot water heater.
4. Facilities engaging in the following processes may be required to submit a HACCP plan: Smoking as a form of food preservation; curing food; using food additives to render food not potentially-hazardous; vacuum packaging, cook-chill, or sous-vide; operating a molluscan shellfish life-support system; and sprouting seeds or beans.
5. A Certified Food Manager shall be on-duty during all operating hours.
6. The facility shall comply with the Virginia Indoor Clean Air Act and the Code of Alexandria, Title 11, Chapter 10, Smoking Prohibitions.
7. Wood flooring in eating areas shall be finished in a manner that is smooth, durable, easily-cleanable, and non-absorbent. In many cases, original wooden flooring in historical structures may not be suitable for food service facilities.



*Child Care Facility*

1. An Alexandria Health Department Permit is required for all regulated facilities. A permit shall be obtained prior to operation, and is not transferable between one individual or location to another.
2. Plans shall be submitted to the Health Department through the Multi-Agency Permit Center. Plans shall be submitted and approved by the Health Department prior to construction. There is a \$200.00 plan review fee payable to the City of Alexandria.
3. Plans shall comply with Alexandria City Code, Title 11, Chapter 2, The Food and Food Handling Code of the City of Alexandria. Plans shall include a menu of food items to be offered for service at the facility and specification sheets for all equipment used in the facility.

Parks and Recreation

F-1 No comments received

Police

F-1 No comments received

STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2013-0013. The undersigned also hereby agrees to obtain all applicable licenses and permits required for the day care center at 3700 Wheeler Avenue.

Child & Family Network  
Centers  
By: Maly Bdlun  
Applicant - Signature

5/10/13  
Date

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Applicant - Printed

\_\_\_\_\_  
Date